User's Manual

E-Grants
Consolidated Application

Title V-A

Innovative Programs

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KEY

Critical Tip

Blue block arrows point to on-screen links.

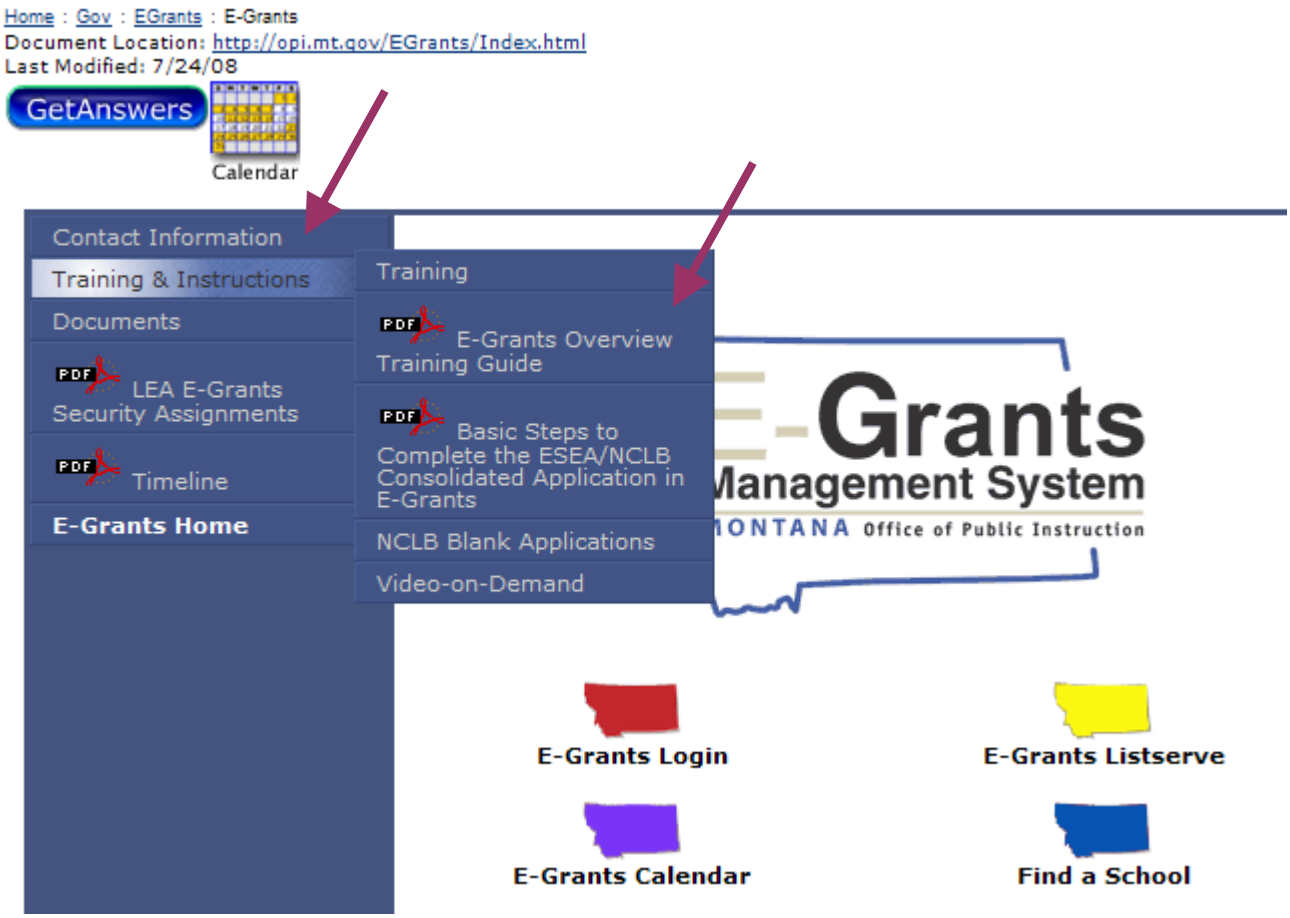
Magenta block arrows point to program tabs (pages).

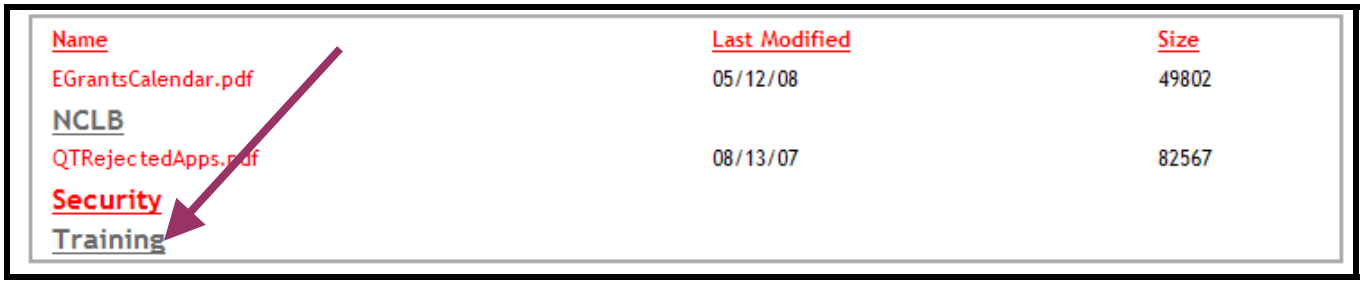
Green block arrows point to buttons or check boxes.

Red block arrows point to on-screen text..

GETTING STARTED

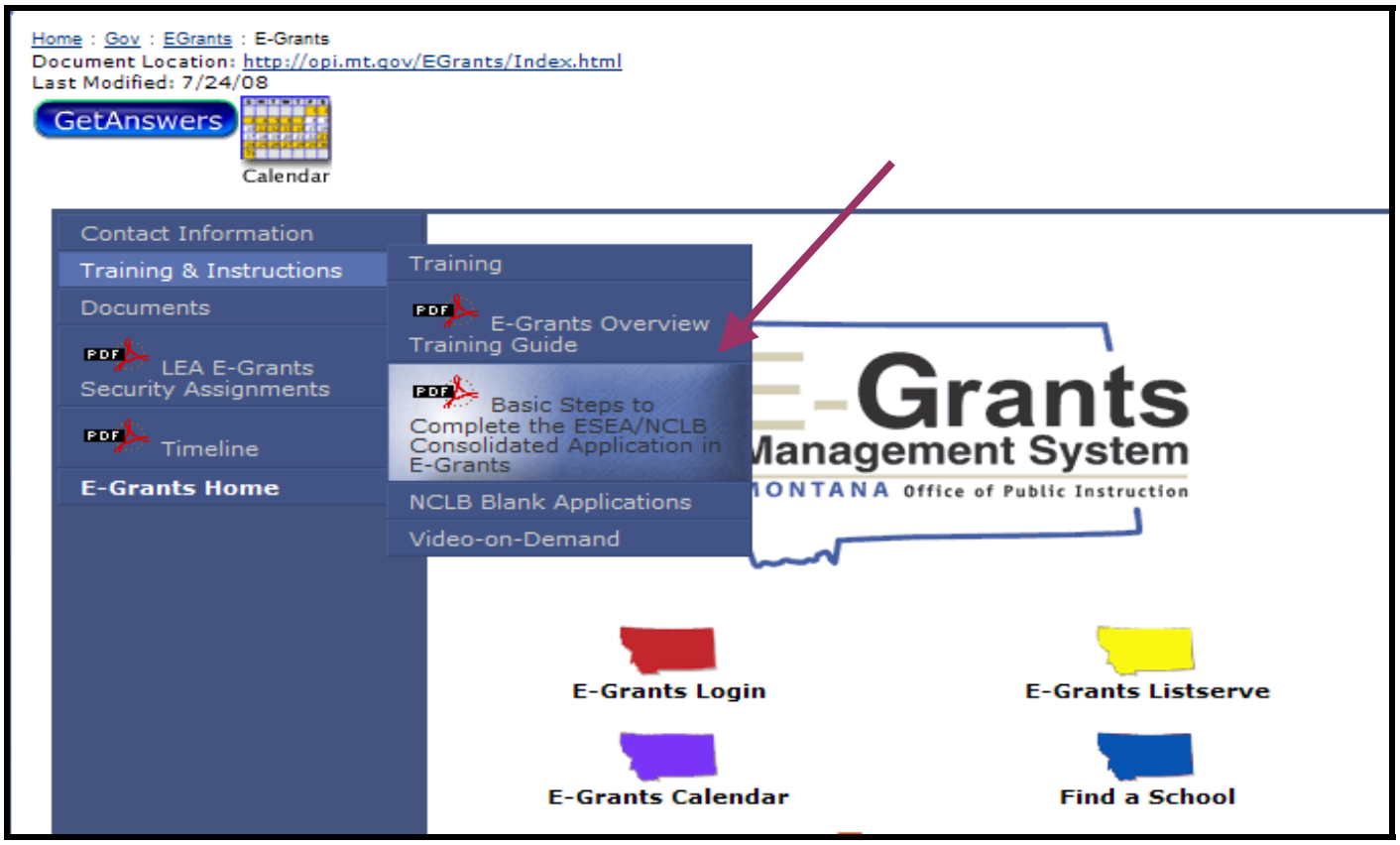
Note: Various training and instruction files are available from the OPI E-Grants page: http://opi.mt.gov/EGrants/Index.html
Look under Training & Instructions. There are many helpful files accessible from the Training option:





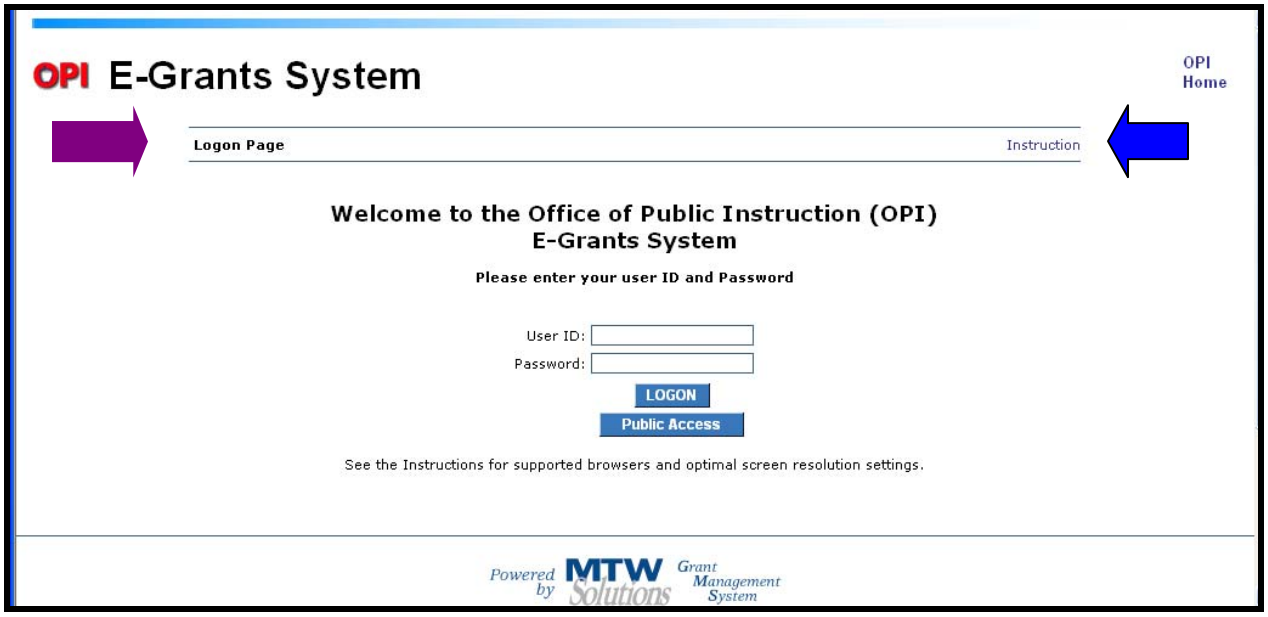
Name	Last Modified	Size
08JuneOverview.pdf	06/23/08	6646894
08NCLBCarryoverInstr.pdf	04/04/08	58652
2008ConsortiaSystemv3.pdf	03/17/08	40540
E-GrantsQuickTips.pdf	05/29/07	53806
E-GrantsSecurityInstrV2.pdf	04/12/07	553000
E-Grants_CashRequestExpenditures.pdf	09/27/07	819579
E-Grants_PageLockControl.pdf	04/12/07	639916
EGrants_User_Training.pdf	04/12/07	3000871
ESEA-NCLB_Commitment.pdf	03/19/08	253876
Login_To_E-Grants.pdf	06/01/07	110146
PlanningTool.pdf	05/14/07	117420
PowerPointMay5-6.ppt	05/06/08	3630080
PrintAllFunction.pdf	07/23/07	76790

Especially helpful is the PDF file called Basic Steps to Complete the ESEA/NCLB Consolidated Application in E-Grants.

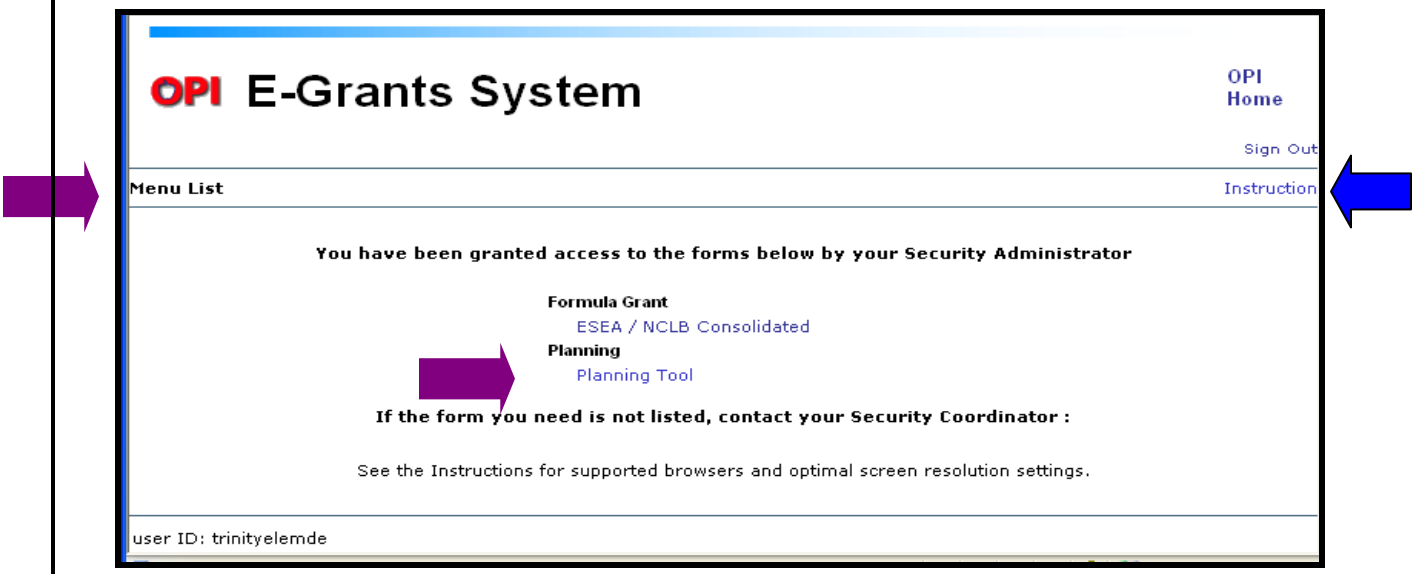


BEFORE YOU CAN DO INDIVIDUAL PROGRAM PAGES

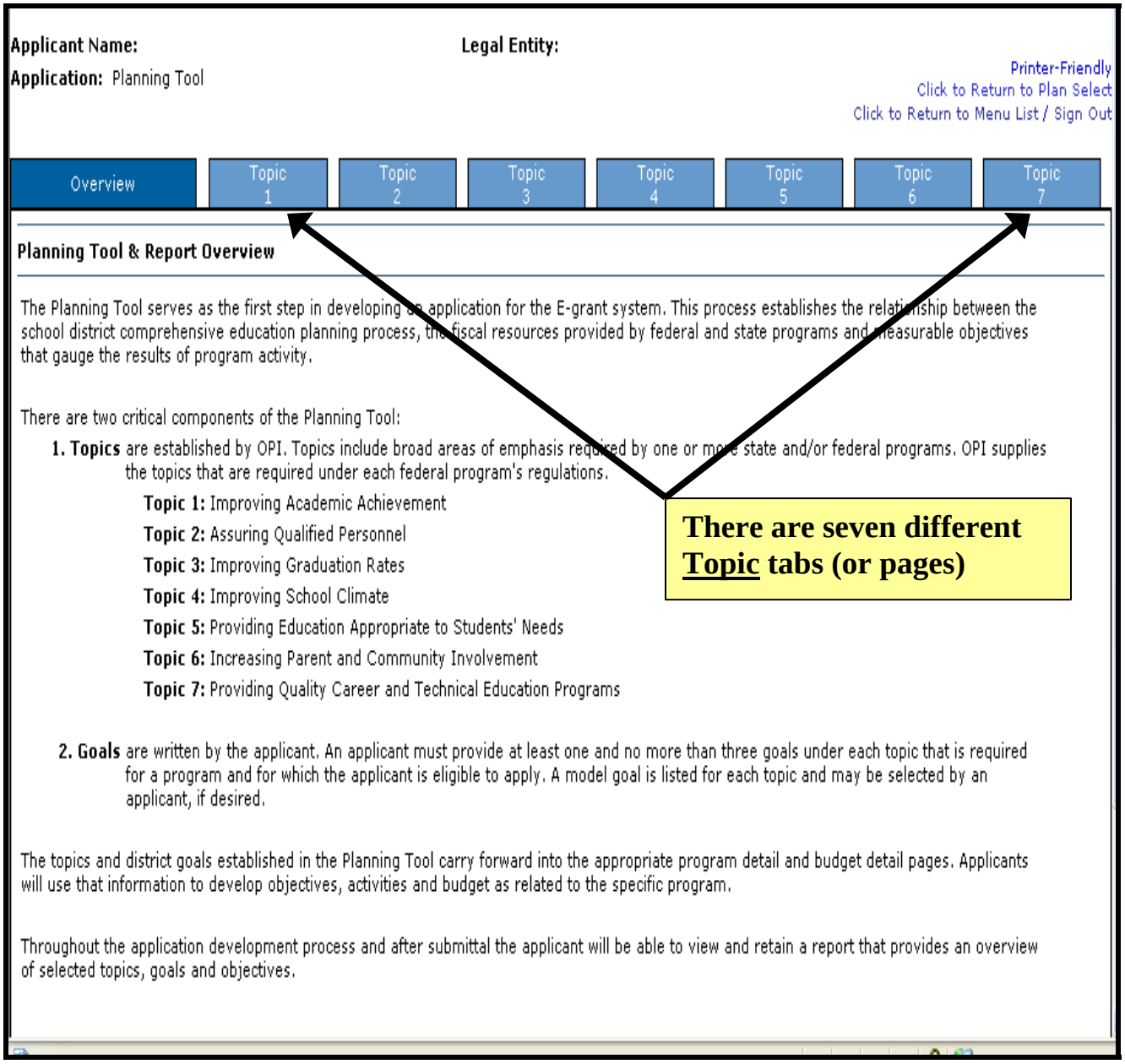
Go to the Logon Page of the OPI E-Grants System, and read the Instructions. Then logon to the system.



- **A successful logon to the E-Grants system will take you to the Menu List screen. Make sure you read the Instructions for this page. You will find many helpful hints concerning general operations and procedures in the E-Grants system.**
- **Before you do any work on the individual title pages, you must work through the Planning Tool pages. Select the Planning Tool from the Menu List.**

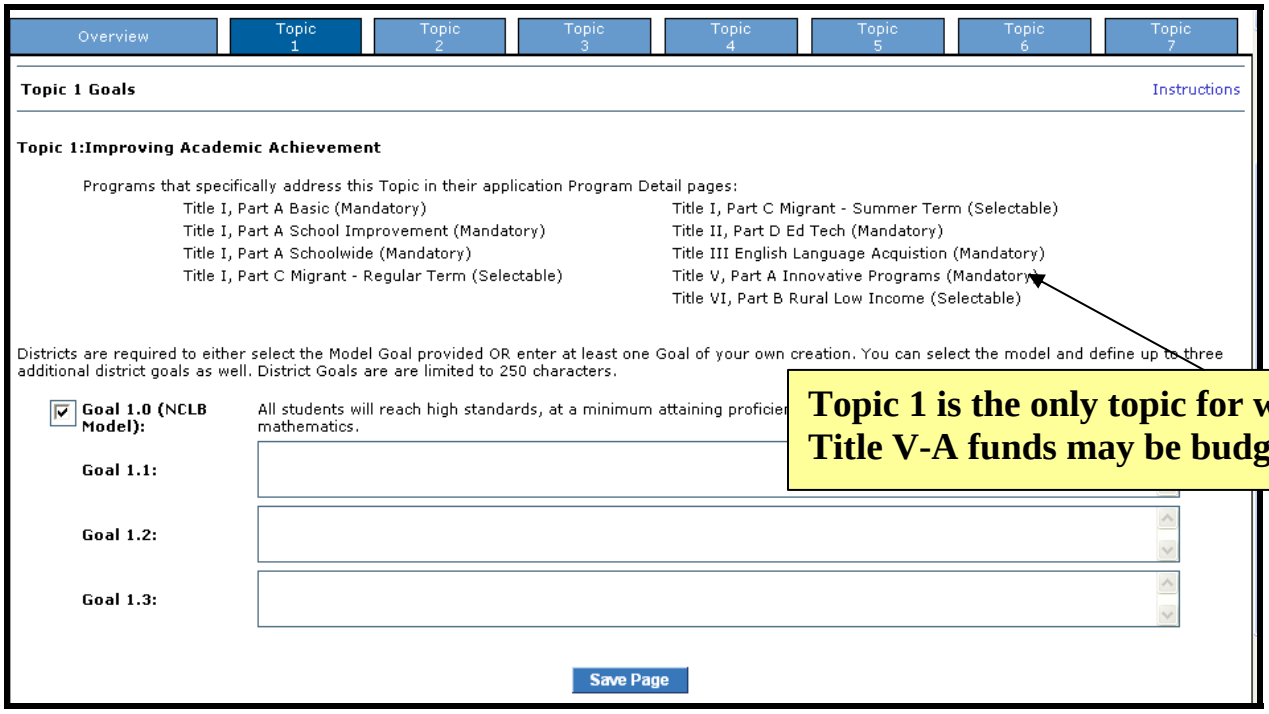


- **In the Planning Tool, there are seven different Topic tabs (or pages).**

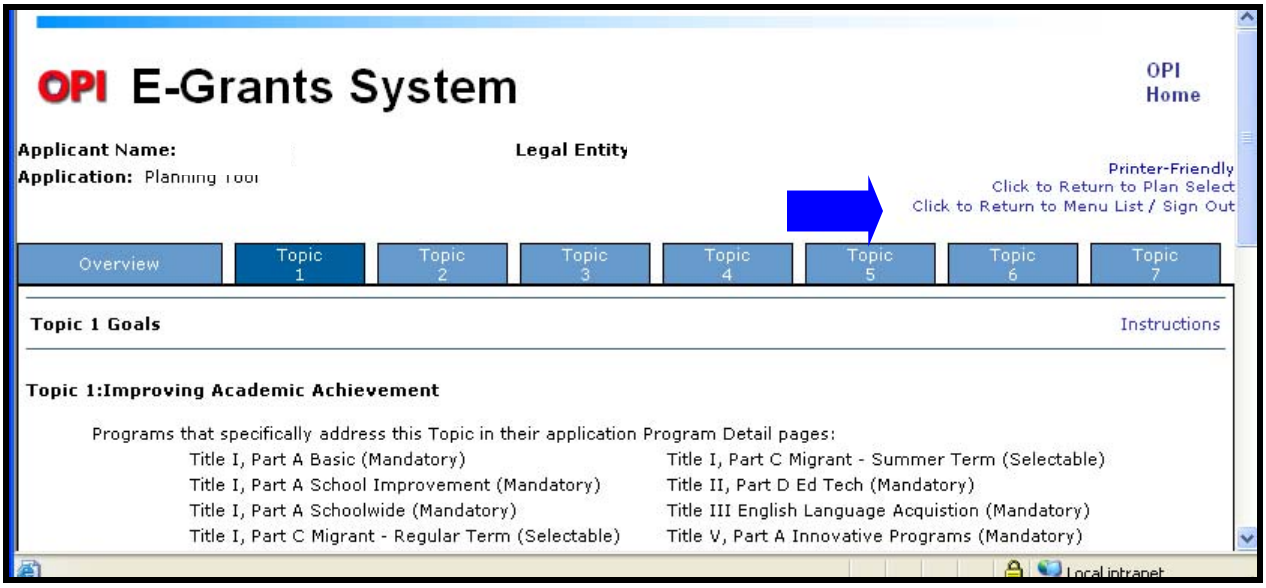


- **You must specify at least one goal for each topic. You may either check the NCLB Model Goal, or you may enter up to three district-specific goals in the text boxes provided.**
- **Make sure you SAVE every page before you leave it!**
  (Click the Save Page button.)

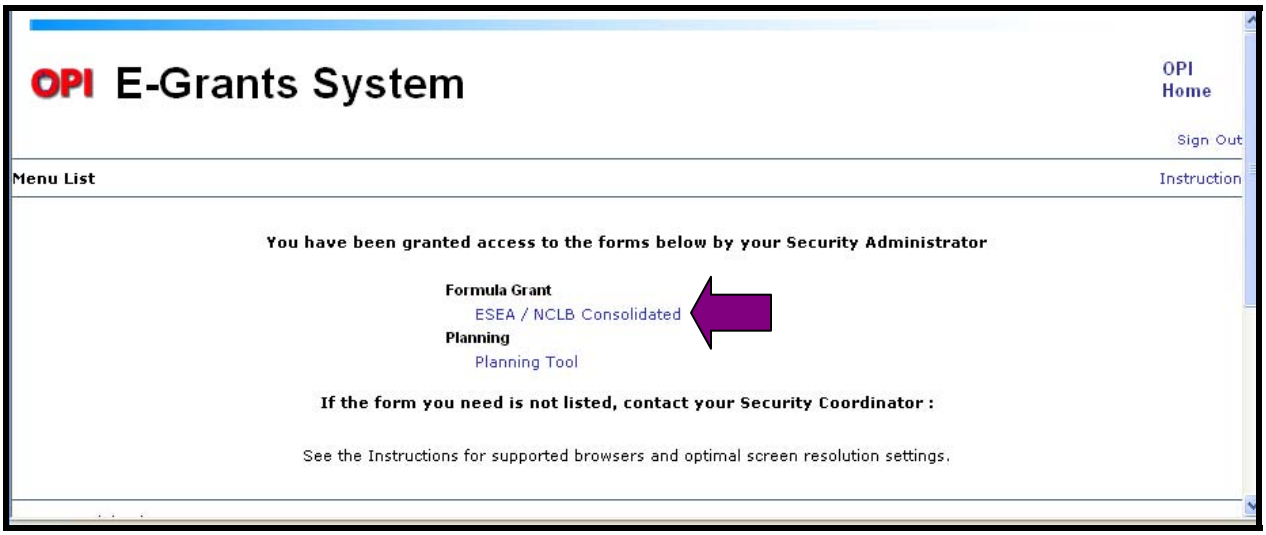
- **Goals specified for the title programs will be brought into the individual title Budget Detail and Activity pages .**



- **Once the Planning Tool is completed:**
  - **Click on the Return to Menu List**

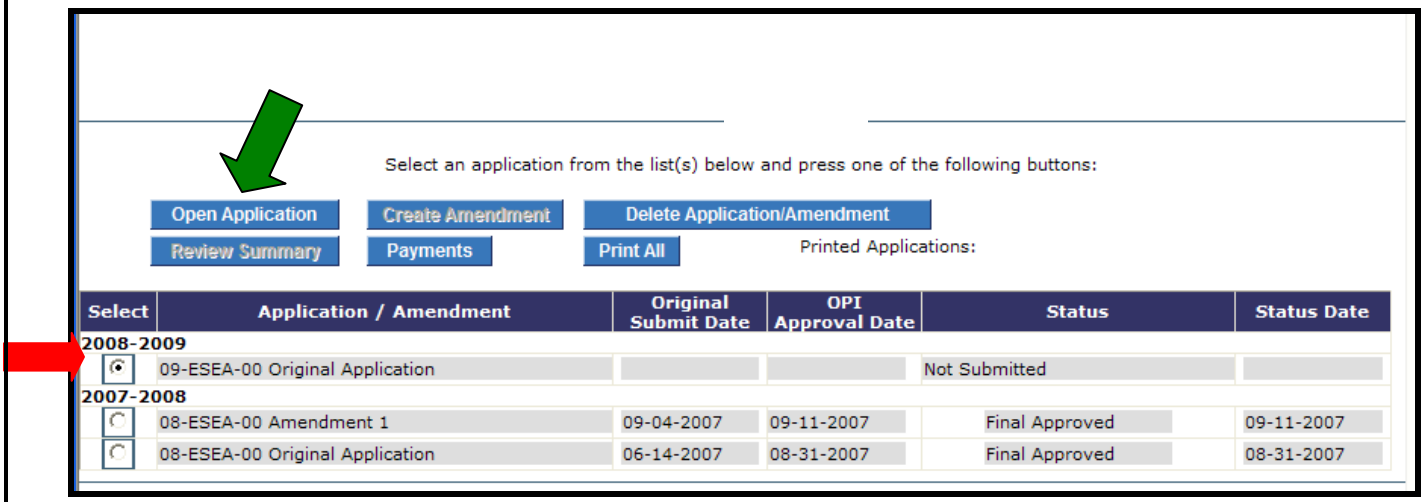


- **Click on ESEA/NCLB Consolidated**

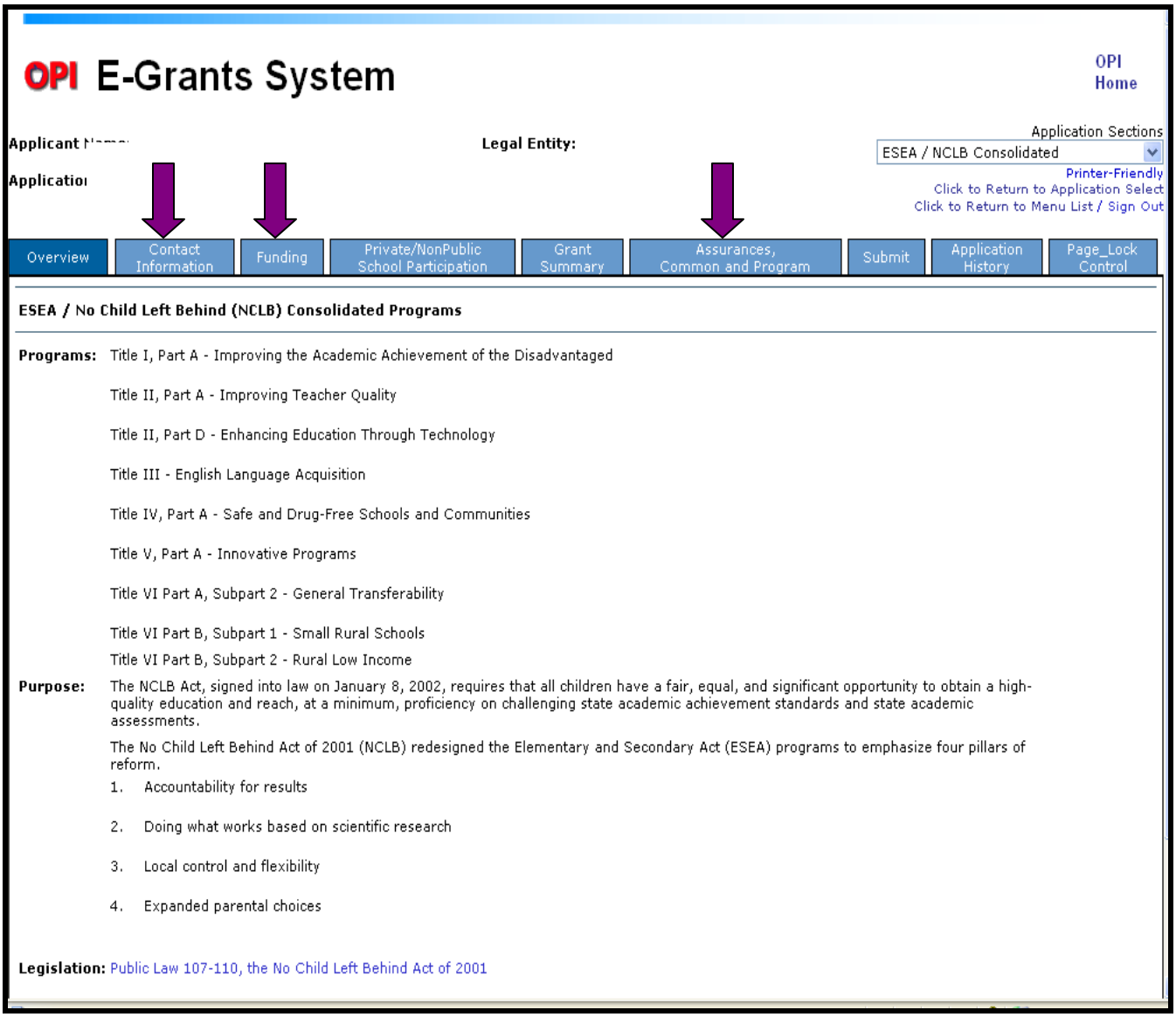


- **This will take you to the Application Select screen:**
  - **If the district has not yet created an application, click on the Create Application button.**
  - **The Instructions link brings up a PDF file with helpful information and tips.**

- **If the district has already created an application:**
  - **At first, none of the buttons will be active.**
  - **Click in the radio button next to the application to activate appropriate buttons.**
  - **Then click on the Open Application button.**

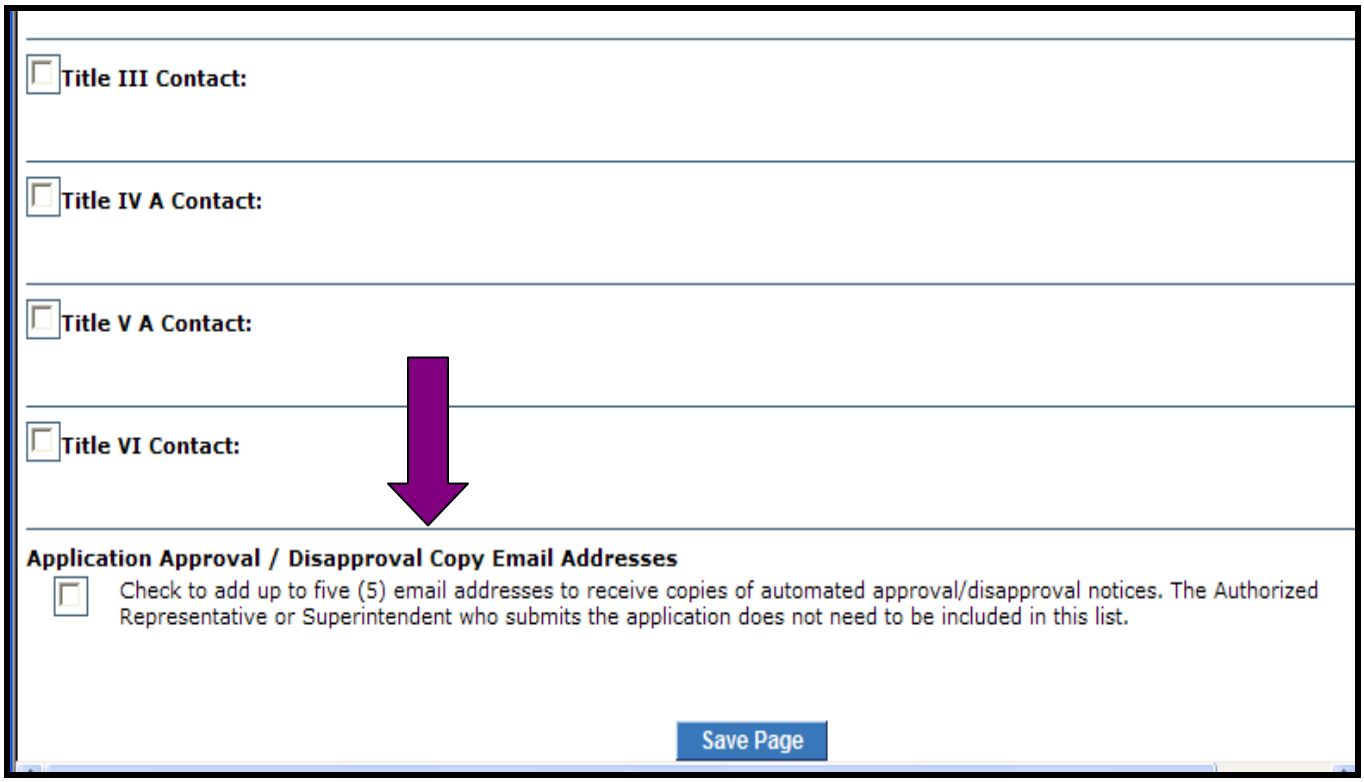


- **Either of these actions will open the application to the ESEA/NCLB Consolidated Programs screen.**



- **On this page:**
  - **Fill out the Contact Information tab. Make sure to include contacts for specific programs.**
    - **Complete phone number information for the authorized representative and the district clerk.**

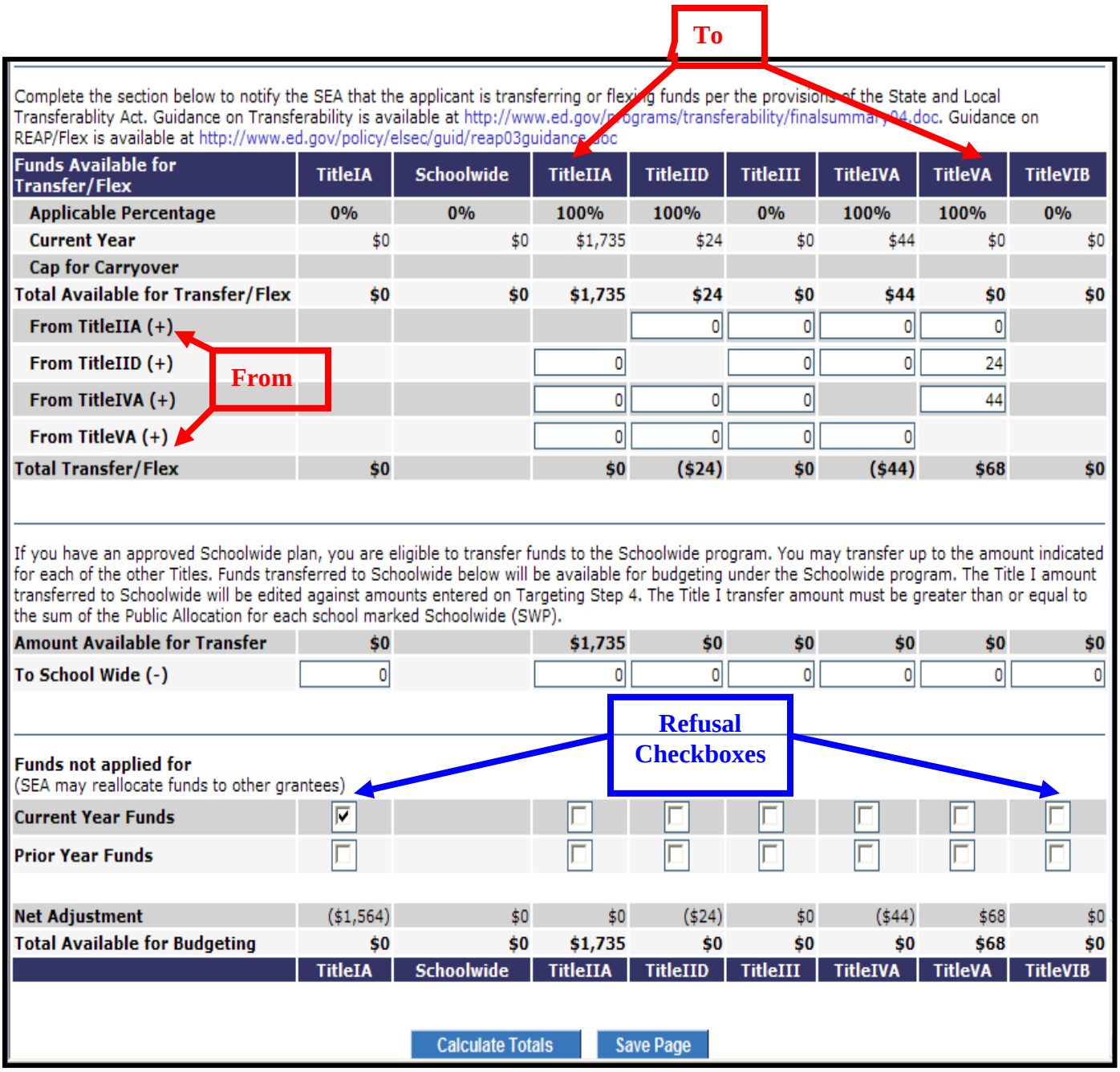
- Contact Information **(continued)**
- **As shown below, scroll to the bottom of the Contact Information page and add e-mail addresses for people who should receive automated approval/disapproval notices. (These e-mails are automatically sent only to the login under which the application was submitted to the OPI.) Remember to click the Save Page button.**



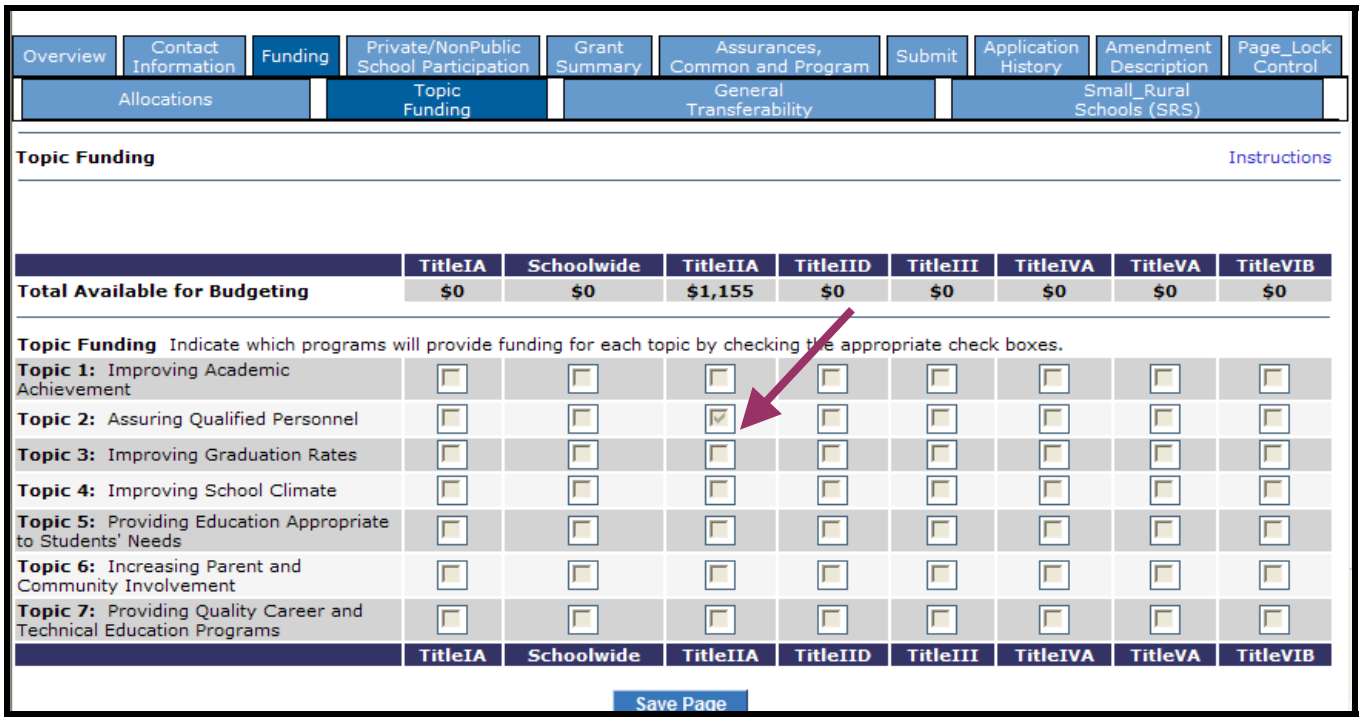
Click on the Funding tab. A page comes up showing the allocations for each title. Decide how you want to spend your money, keeping in mind the goals you have defined in the Planning Tool.

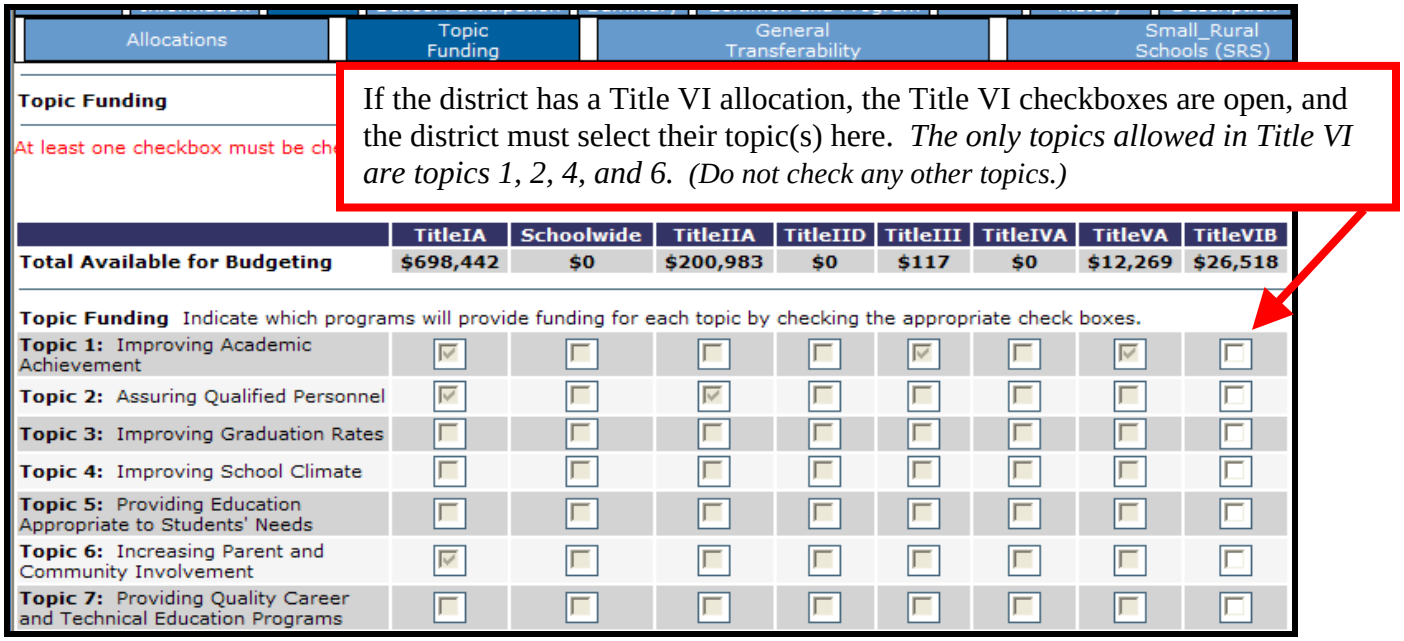
Remember, this year there will be no funds available in Title VA unless funds are transferred or flexed in from another title program.

Fill out the Funding/Allocations tab, specifying any fund transfers or refusal of funds. Remember to click the Save Page button.



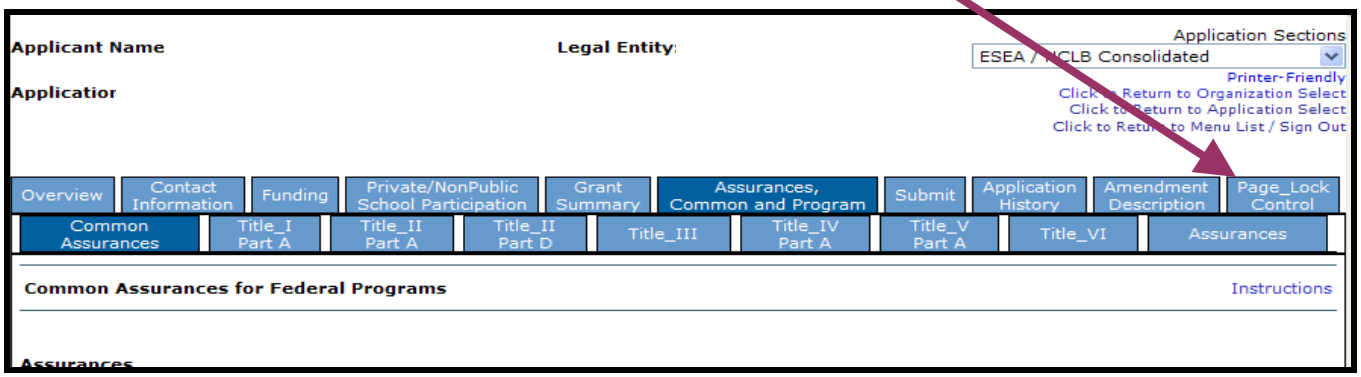
- **Click on the Funding/Topic Funding tab. For each title with funds available for budgeting, this page displays the topics that were specified in the Planning Tool.**
- **This is a read-only page except for Title VI.**

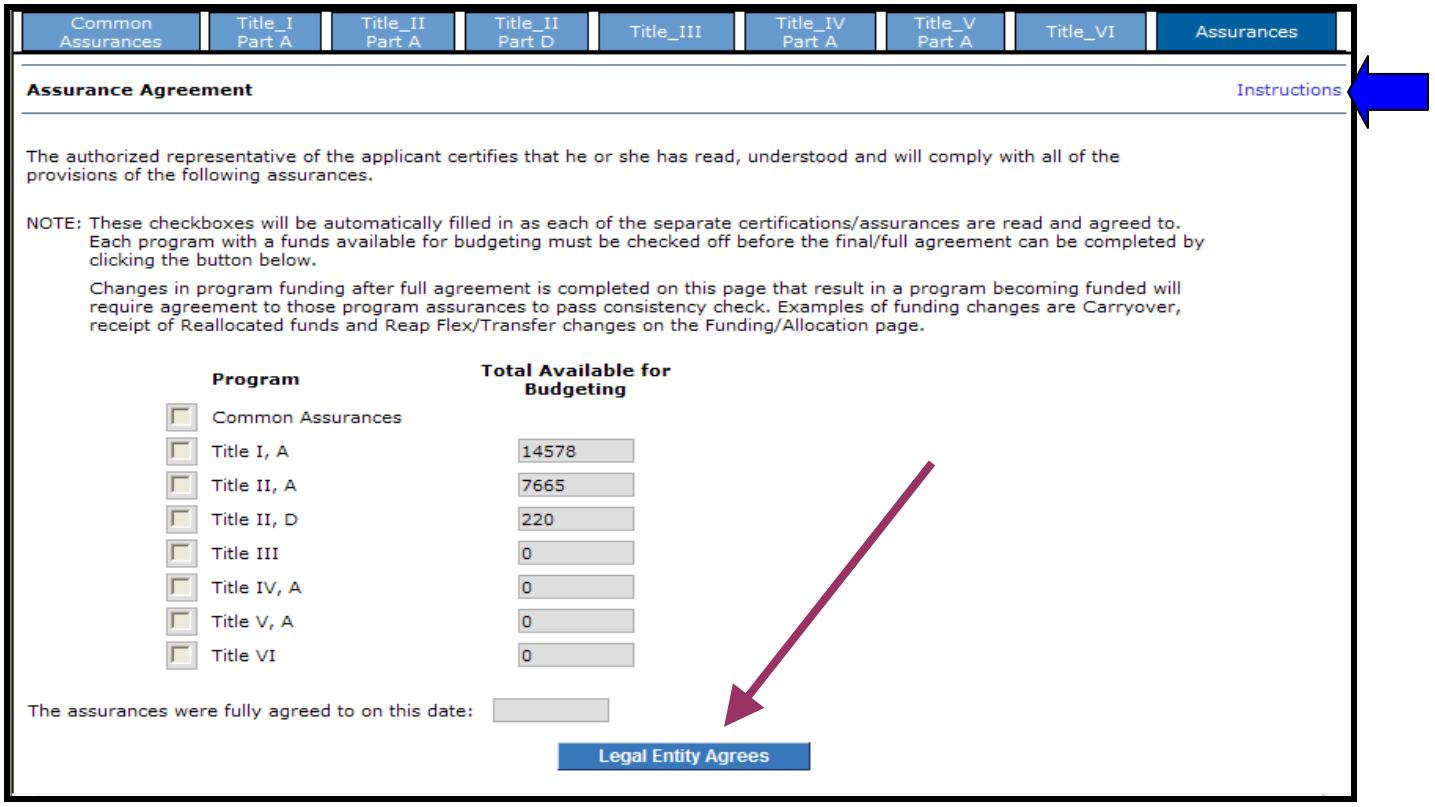




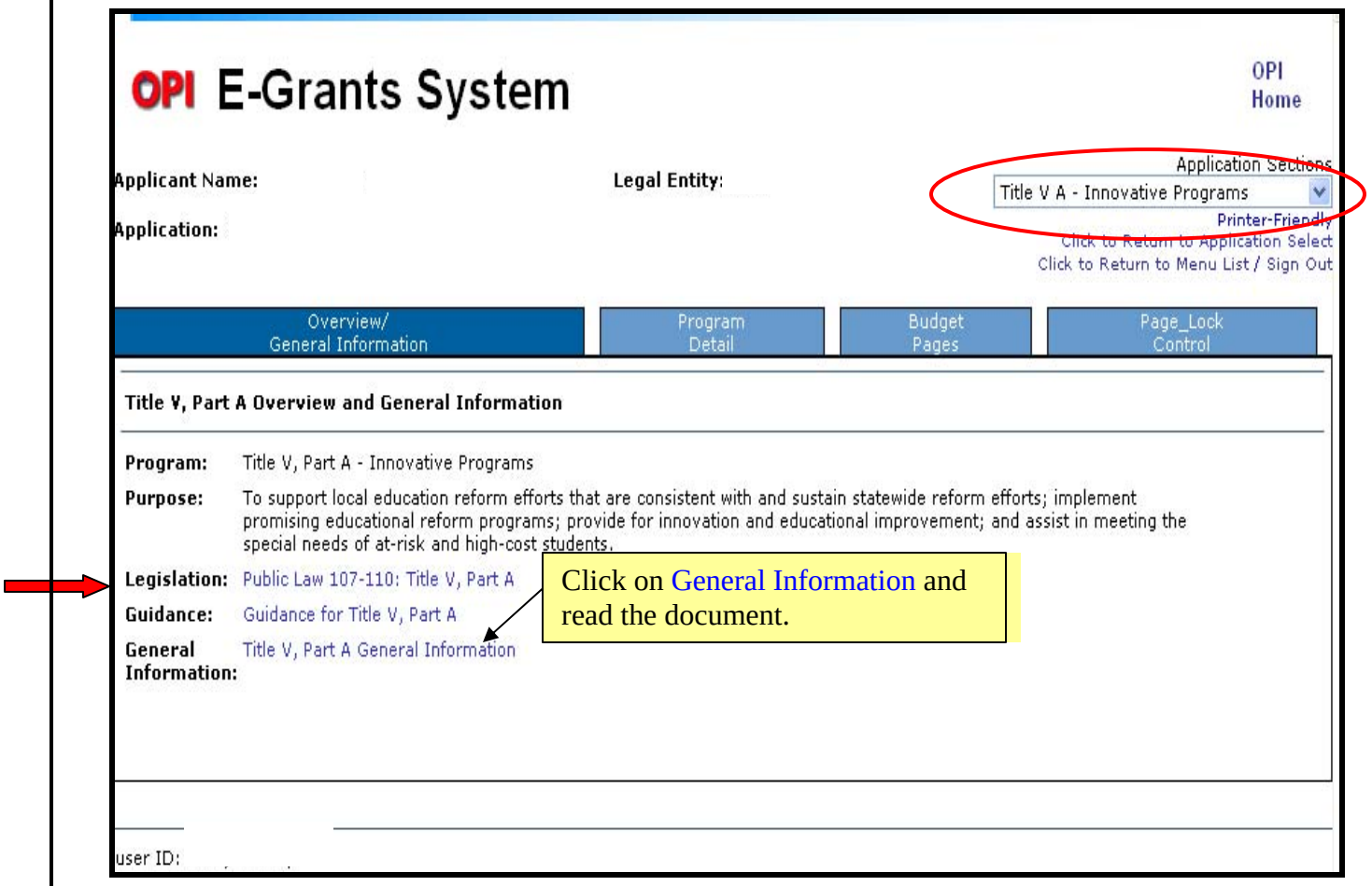
- **If you are the Authorized Representative, fill out the Assurances tabs. The Authorized Representative must:**
  - **Agree to the Common Assurances.**
  - **Agree to individual program assurances for each title for which funds have been budgeted.**
  - **Go to the final Assurances tab, and click the Legal Entity Agrees button.**

- **(See the Instructions links on these pages! Make sure you click on the Save Page button!)**





Select Title V, Part A – Innovative Programs from the drop-down box.



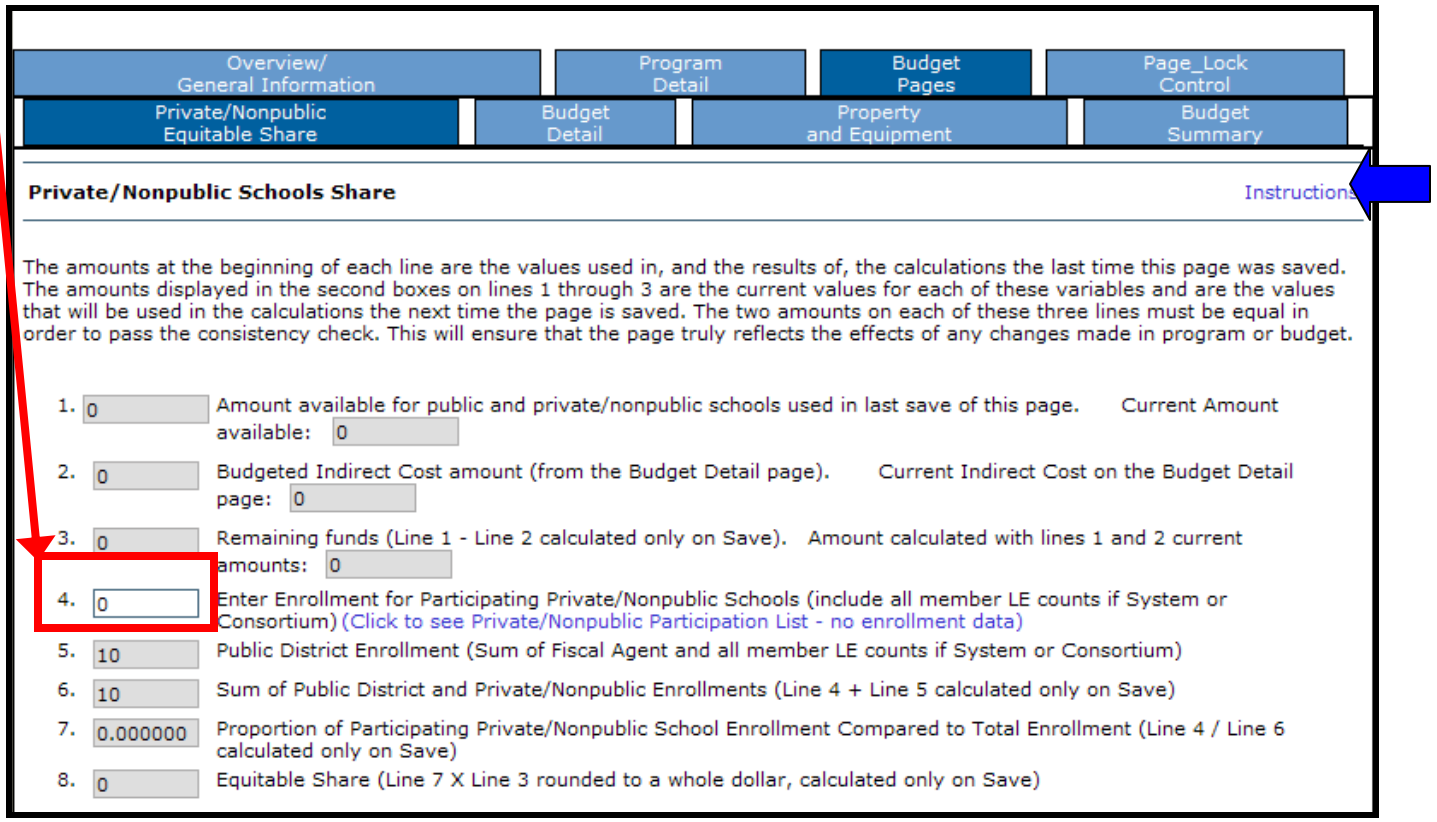
Notice that the legislation and guidance links will take you to the US Department of Education Web site.

Click on and read the Title V, Part A General Information

Budget Pages

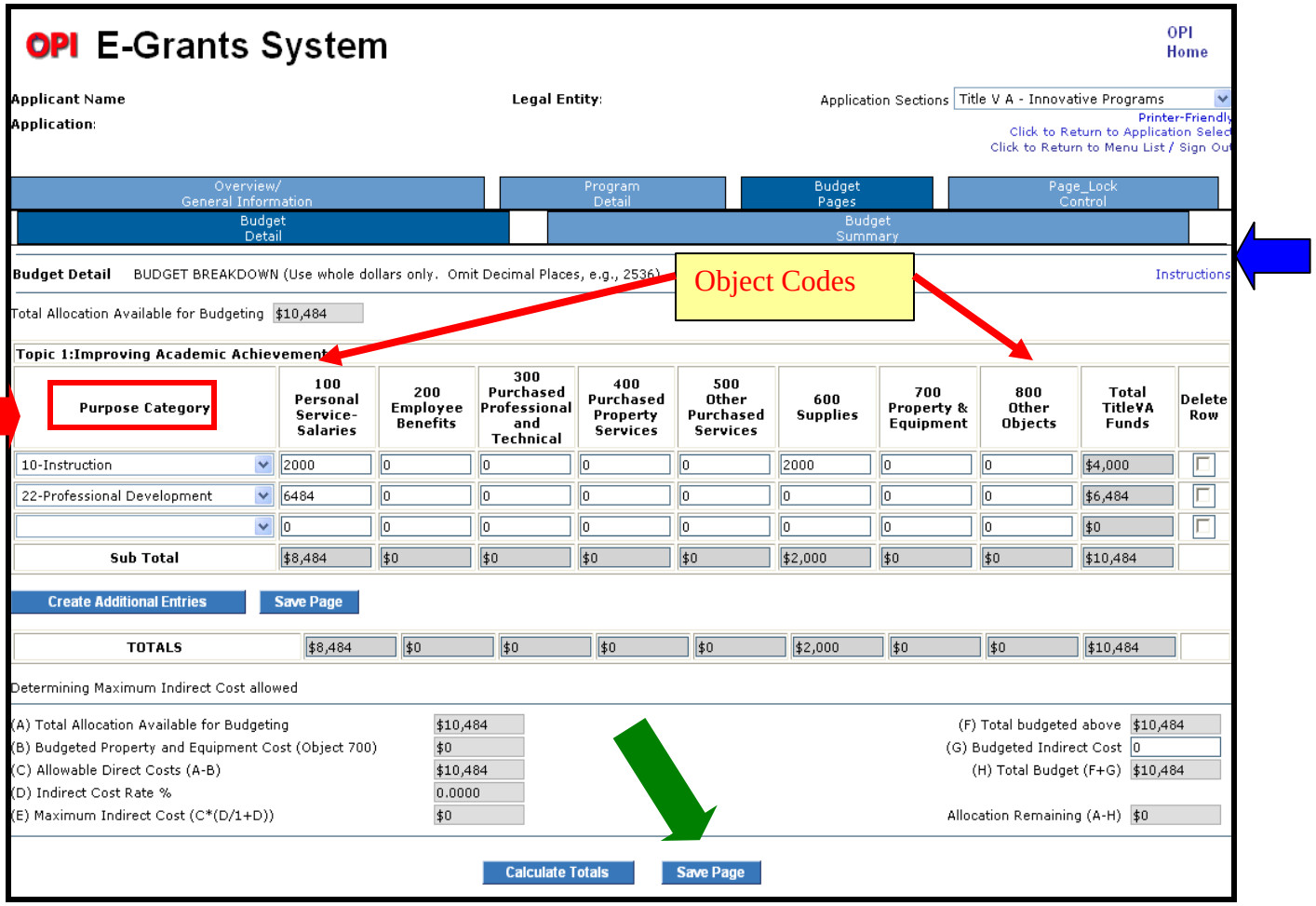
- **Click on the Budget Pages Tab.**
- **This displays the Private/Nonpublic Equitable Share Tab.**
- **Note the Instructions file available for this page.**
  - **You do not need to complete this page if there are no funds available for a Title VA program.**
  - **If funds have been transferred into Title VA, you must complete this page.**
    - **Enter the enrollment of participating private/nonpublic schools on line 4.**
    - **Then click the Save Page button.**

Whenever you make a change on the Budget Detail page, you must come back to the Private/Nonpublic Equitable Share page and click the Save Page button again to make sure the calculations are correct.



BUDGET DETAIL PAGE

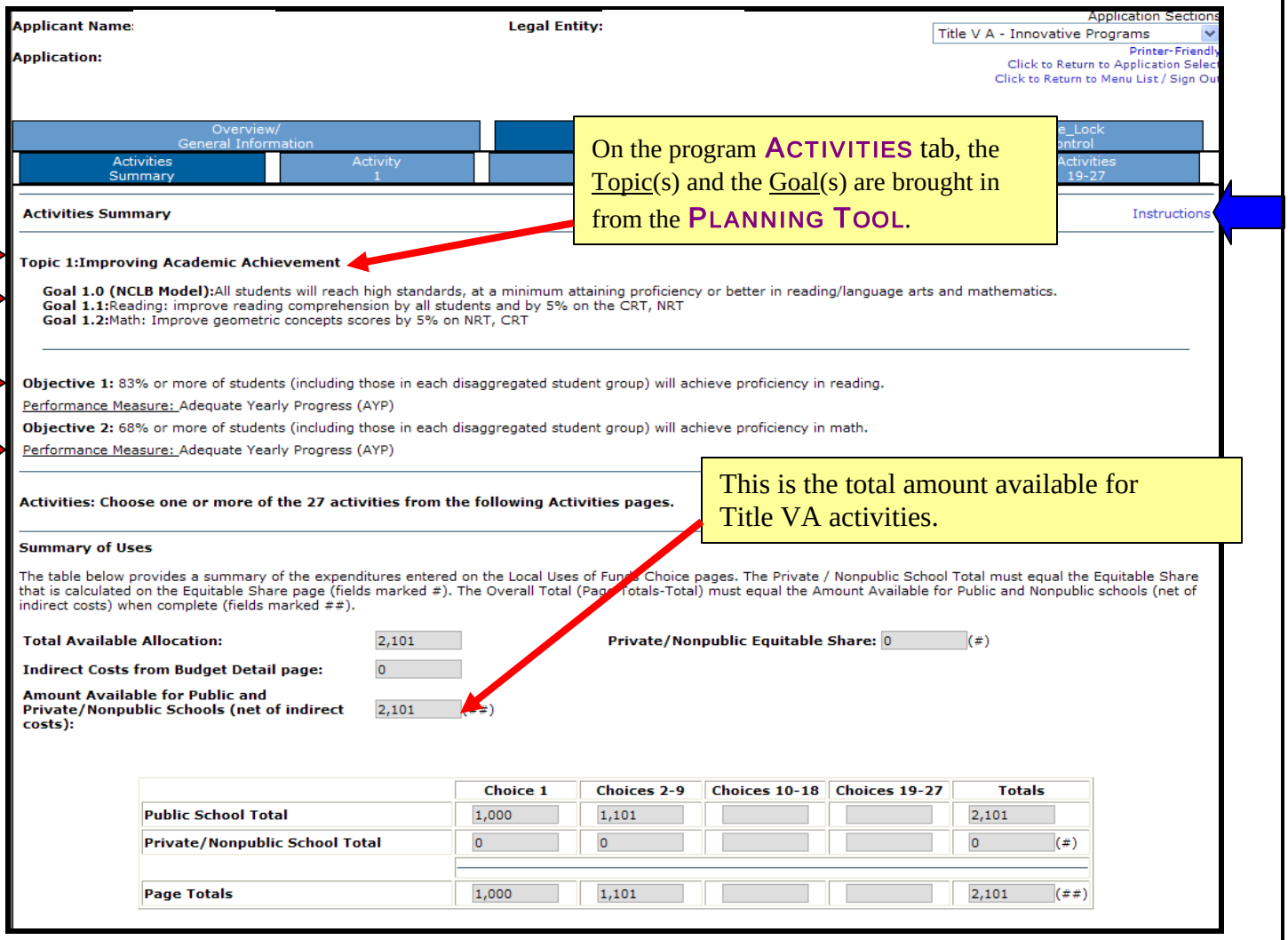
- **See the Instructions for descriptions of Purpose Categories and Object Codes**
- **For Topic 1, budget funds between three possible Purpose Categories: Instruction, Professional Development and School and Community Support.**
- **Within each Purpose Category, budget the funds in proper Object Codes.**
  - **Note: Object code 300 is where you put your curriculum cooperative costs.**



- **The Calculate Totals button does not save the data; it gives you running totals as you work.**
- **Click the Save Page button to both calculate and save the page. The page will not save until the budget is balanced.**
- **Be sure you do not leave the page before the Save is complete.**

PROGRAM DETAIL TAB

The Activities implemented (pages 16-19 of this manual) and the Budget Detail must align with the Topic, Goal(s), Objective(s), and Performance Indicator listed on this page.



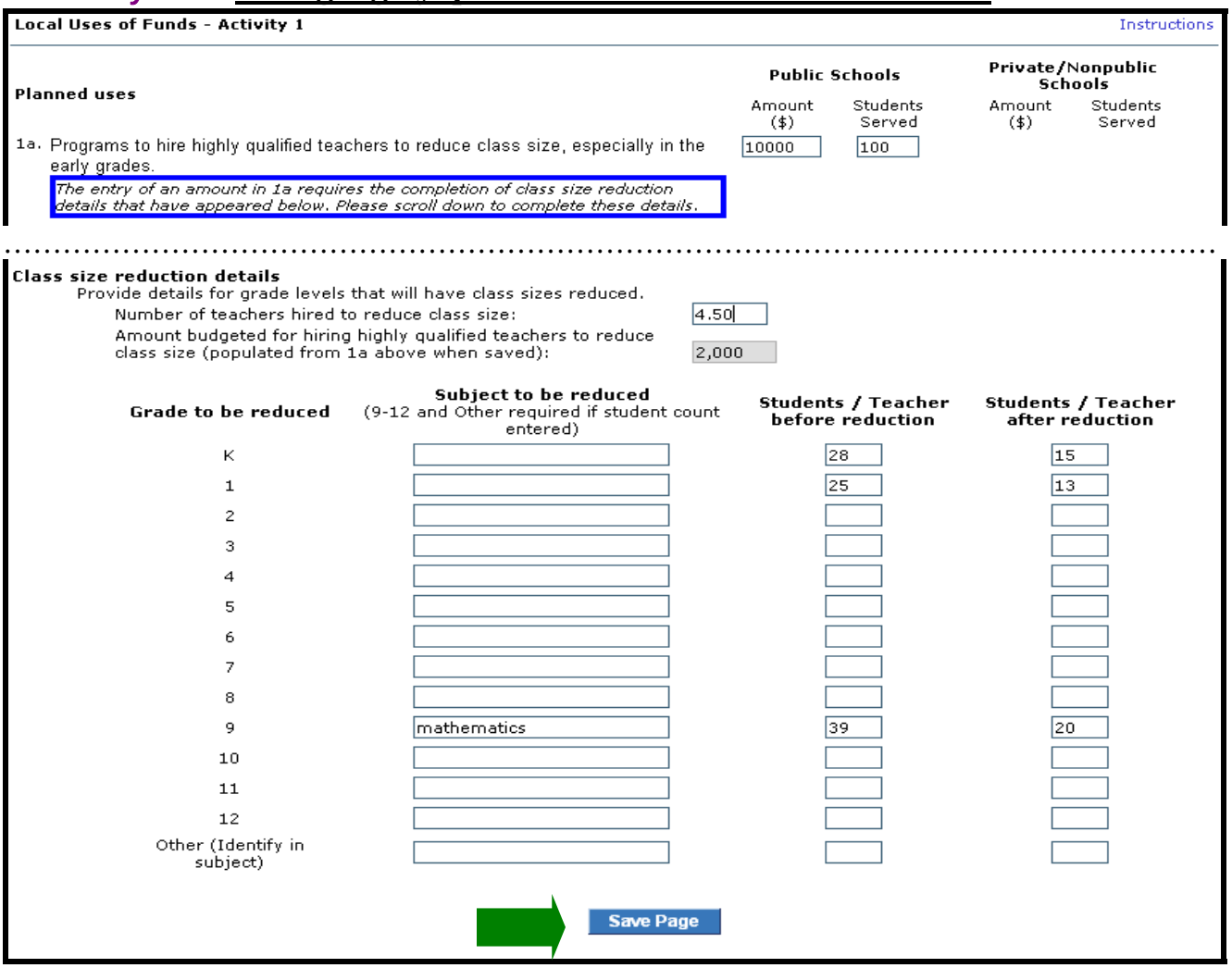
Choosing Activities:

- **Consult the Instructions on the page for a printable list of the 27 choices and for directions for filling out the pages.**
- **Choose any of the 27 activities that your needs assessment shows would improve student achievement.**
- **If this title program has funds available, at least one of the 27 Activities from the law must be chosen.**

Note: Only enter information on the tab or tabs that contain your desired choice(s). The most commonly chosen activities are found on the first two Activities tabs.

- **Activity 1**
  - **Activity 1a --- reduction of class size**
  - **Activity 1b --- professional development for core content teachers**
- **Activity 2 --- technology activities**
- **Activity 3 --- library materials, computer hardware and software, and other educational materials**

Activity 1a: Hiring highly qualified teachers to reduce class size



- **Fill in the number of highly qualified core content teachers to be hired to reduce class size.**
- **Fill in the number of students per teacher before and after reduction.**
- **If grades 9-12 or *Other* are selected, a subject or description is required. (For grades K-8 a subject *may* be entered.)**
- **Give a short description of *Other*, such as "grade 3-4 combo" if you are breaking a grade combination into two separate grades.**

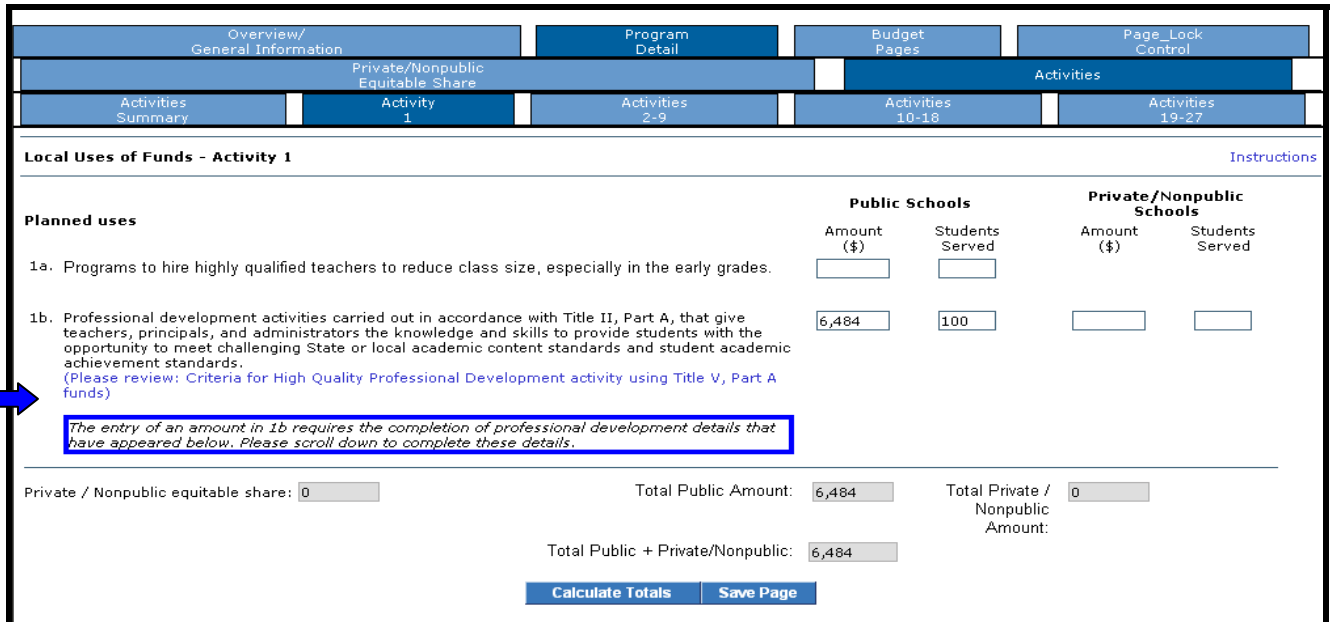
<u>Required fields</u>: The application cannot be saved or submitted if any of these are left blank:

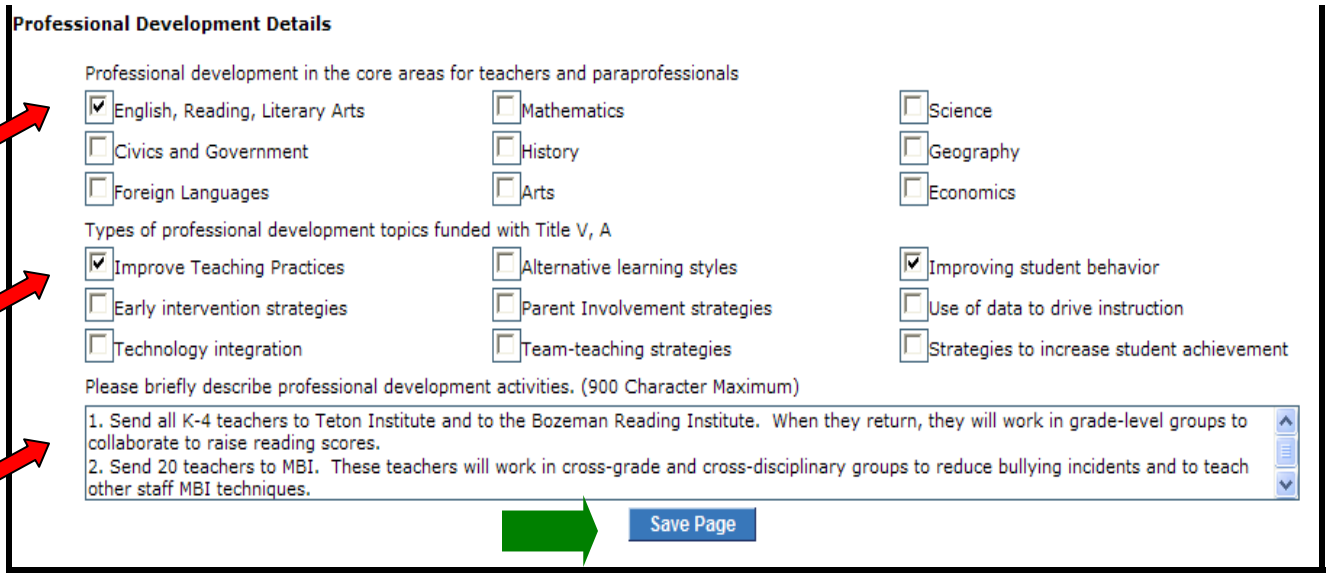
1. **Number of highly qualified teachers to be hired**
2. **Number of students before and after reduction**
3. **Subject for grades 9-12 and *Other***

CLICK THE Save Page **BUTTON WHEN DONE!**

Activity 1b: Professional Development in the core areas for teachers, principals, and paraprofessionals

- **Please click on the Criteria for High Quality Professional Development and study the criteria.**





1. **Check at least one core area in (a).**
2. **Check at least one type of professional development to be offered in (b).**
3. **Specifically describe your planned activities in the text box and include how the activities will meet the criteria for high quality professional development as shown in the screen shot above.**

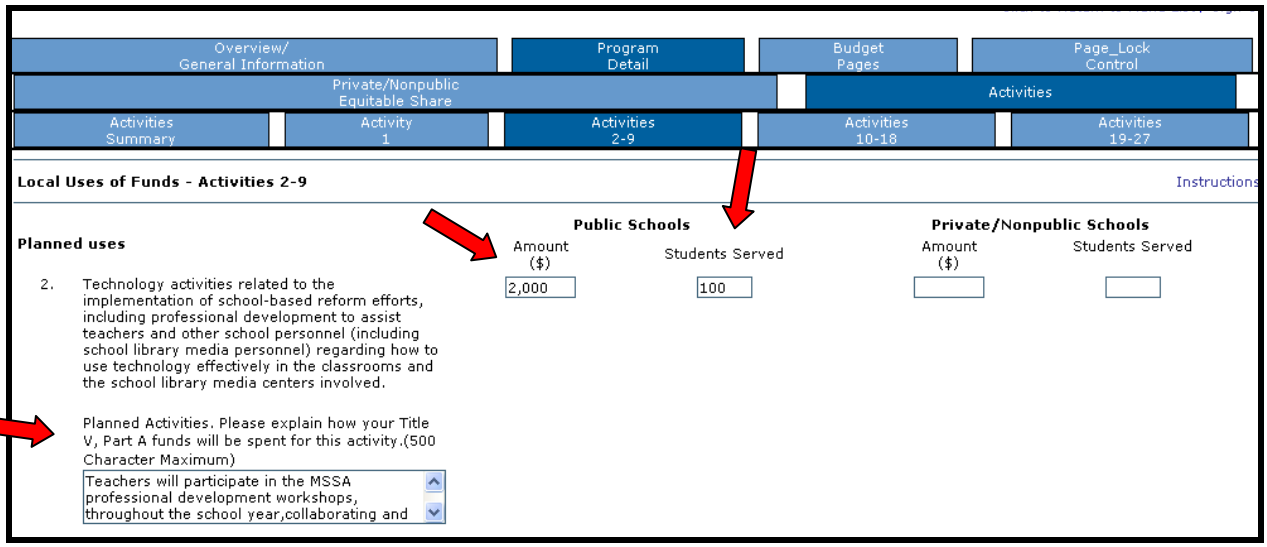
CLICK THE Save Page BUTTON WHEN DONE!

Activities 2-27:

Required fields: The application cannot be saved or submitted if any of these required fields are left blank.

1. **Amount**
2. **Number of Students Served**
3. **Description of Activities for each activity chosen**
   The description information must not exceed the maximum number of characters listed.

NOTE: The text boxes will accept a large amount of information, but will not save it. To be sure you do not exceed the limit, you may write your response to the text box in Word then use Word Count on the Tools menu to count the characters (including spaces).



CLICK THE Save Page **BUTTON WHEN DONE!**

Summary of Tips for Completing E-Grants Applications

Before starting an application :

- Go to the E-Grants web page at: http://opi.mt.gov/EGrants/Index.html
- Select
  - Training and Instructions/Training/Training
  - E-GrantsQuickTips.pdf – these instructions were written for last year's application, and are no longer accurate for features that have been updated this year (for example, Private/Nonpublic pages, Assurances).
- **Or** select Training & Instructions/E-Grants Overview Training Guide.pdf – Note that some program changes have been made since this file was written, in particular the Private/Nonpublic pages and the Assurances pages.

Complete these pages before completing program pages:

- Planning Tool – This is a separate menu choice on the **Menu List** screen
- ESEA/NCLB Consolidated
  - **Contacts** tab – enter district contacts for each title program and add the e-mail addresses at the bottom of the page
  - Funding Tab - **Allocations** Page and **Topic Funding** Page

    The **Topic Funding** page displays topics only for titles which have funds available for budgeting. The "current-status" Topic Funding page must be viewed before you can access the **Budget Detail** pages for the individual title programs.

    Example: You initially decide to run a program in Title IIA, but not in VA. You must initially access the **Topic Funding** page before you can get to any of the Budget Detail pages. Now, part way through your process, you decide to put some of the IIA money into VA in order to get library materials. You must:

    - Make the necessary changes to the Allocations page
    - Make the necessary changes on the Title IIA Budget Detail page
    - View the Topic Funding page to verify that a topic is now checked for Title VA.
    - Make the necessary changes to the Title VA Budget and Program pages.

Tips for Completing E-Grants:

- Read the instructions on each page
- Be sure that all required fields are entered before saving or leaving a page
- Save often
- When the Save is complete, check for any red error messages at the top of the page to make sure the data saved, and if not why not

Before Submission of Application:

- Assurances, Common and Program – Authorized Representative (AR) must agree to Common Assurances and to Assurance pages for funded programs. The AR must then complete the Assurances summary tab on the far right.
- ESEA/NCLB Consolidated **Private/Nonpublic School Participation** tab must be completed.
  - If your district has participating private/nonpublic schools, enter the required information.
  - If your district has no private/nonpublic participants, open the page, enter a zero for the number of participating private/nonpublic schools, and **SAVE THE PAGE.**

If the available allocation amount changes after you have filled out activities pages, in order to successfully redo the Title VA application pages:

- Delete the data from the Title VA Activities and Budget Detail tabs (print if needed for reference).
- On the NCLB Consolidated/Funding/Allocations tab, re-enter the Transfer of Funds amounts.
- Return to Title VA and re-enter information for the Budget Detail and Activities tabs.

CONTACT INFORMATION FOR ESEA TITLES II-A AND V-A

Patricia Johnson, Program Specialist – program questions
Telephone: (406) 444-2736
Fax: (406) 444-3924
E-mail: patjohnson@mt.gov

Clare Bridge, Program Assistant
Telephone (406) 444-0906
Fax: (406) 444-3924
E-mail: cbridge@mt.gov

Jurenne Fuchs, Accounting Specialist – fiscal questions
Telephone: (406) 444-2560
Fax: (406) 444-1369
E-mail: jfuchs@mt.gov

Sources of additional information

OPI E-Grants Web page: http://www. opi.mt.gov/ITProjects/E-Grants.html

OPI Title II, Part A Web page: http://www.opi.mt.gov/titleiiparta/

OPI Title V, Part A Web page: http://www.opi.mt.gov/titlevparta/